

Chapter 6.—Contingent Charges.

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Classification of Charges.

73. Contingent charges incurred on the public service are generally divided into classes, but the precise rules of classification vary according to local orders. In most provinces there are at least two classes—

- (a) Contract contingent charges,
- (b) Countersigned contingent charges,

and the rules in this chapter relate expressly only to these two classes. The Local Government may, however, divide the contingent charges into other classes if it thinks fit, and may modify the rules in this chapter so far as such classes are concerned, provided that—

- (i) Any expenditure not coming under contract contingent charges, nor regulated by a fixed scale laid down by competent authority, must either receive previous sanction or must be dealt with under the rules relating to countersigned contingent charges.
- (ii) All contingent expenditure must be entered in a contingent register.

74. Contract contingent charges are those for which a lump sum is allotted annually within which the officer may incur expenditure as required without further sanction of any kind. All other contingencies are countersigned contingencies, unless the Local Government has directed any further subdivision of contingent charges.

NOTE.—Fixed allowances for contingent expenses which are drawn regularly, irrespective of the actual expenditure incurred in any month, are drawn in the establishment bill, and are not subject to any of the rules laid down in this chapter.

General Limit.

75. Subject to any orders of the Local Government or controlling authority, an officer is allowed to draw money from the treasury for contingent expenses incurred on the public service within the amount allotted to him in his budget estimate or otherwise. For ordinary expenses, previous sanction is not required. It is for the Local Government to define the nature and limit of charges—

- (a) which may be incurred without previous sanction, and
- (b) which require the previous sanction—

- (i) of any controlling officer,
- (ii) of itself.

76. No officer may, without previously obtaining an extra grant, incur expenditure in excess of the amount provided for contingent charges under the major head concerned; and when an officer exceeds the annual grant, he may, under orders of Government, be held responsible for the excess. Some Governments allow a disbursing officer free discretion within this limit, whereas others require him to restrict his expenditure within the grant for each *detailed* head of contingent expenditure, unless the controlling authority has previously transferred to the head in which the excess is anticipated part of the grant under another detailed head. Again, the power of making transfers from the contingent grant of one district to that of another under the same major head is not vested in the same officers in every province; the Local Government may retain the power in its own hands, or delegate it, but the transfer can only be of an ascertained surplus within the same major head.

NOTE.—Under an arrangement sanctioned in Government of India, Finance Department, letter No. 5545-A., dated the 18th September 1911, money allotments are made to consolidating officers for the stationery requirements of their own offices and of the officers subordinate to them in the Central Provinces, Burma, Bengal, Assam, the Punjab and the North-West Frontier Province. Only Local Governments are competent to sanction any re-appropriation necessary to cover expenditure to be incurred in excess of these allotments, but they are authorised to delegate to any officers whom they may select, subject to any conditions which they may think fit to impose, the power to re-appropriate from savings in the stationery allotments to meet contingent charges under other heads, provided that no such re-appropriation be allowed until a certificate that savings exist has been obtained from the Controller of Printing and Stationery.

Permanent Advances.

77. To an officer incurring petty expenses which require to be paid at once before money can be obtained on a contingent bill, a permanent advance is allowed, which is in general single for the whole office, *i.e.*, a District Officer is not allowed one advance for land revenue, a second for excise, and so on, but only a lump advance which is held by the Accountant General at his personal debit.

1. The amount of the permanent advance for each office is fixed by the Local Government on application through the Accountant General; it must, of course, be larger when distance from the treasury renders its frequent recoupment difficult, but should not be larger than is absolutely necessary.

2. The advance is intended to provide, on the responsibility of the officer entrusted with it, for emergent petty advances of all kinds, though it is seldom that they will be needed for other than contingent charges; thus, if a menial servant is required to travel by rail, his fare must sometimes necessarily be advanced from this amount.

3. For the purpose of sanctioning permanent advances required for their own offices, as well as for offices subordinate to them, the Agents to the Governor General in Central India, Rajputana and Baluchistan and the Chief Commissioner of Coorg exercise the powers of a Local Government.

4. Heads of Departments and Commissioners of Divisions can, unless the Local Government otherwise directs, sanction the grant of permanent advances for offices subordinate to them, up to the amount advised by the Accountant General as appropriate. When there is any difference of opinion between the Accountant General and any such authority on this point, the matter should be referred for the orders of the Local Government. The permanent advances for the offices of the officers referred to must however be sanctioned by the Local Government.

78. Each officer who has obtained a permanent advance is required, on the 15th April in each year, to send to the Accountant General a short acknowledgment that the amount is due from, and to be accounted

for by, himself; if any officer should fail to make such acknowledgment, the Accountant General should demand it immediately. In case of transfer of charge of an office, a similar acknowledgment for the full amount must be sent by the relieving officer.

NOTE.—Care should be taken not to multiply permanent advances unnecessarily. An Officer having subordinates who require petty sums should rather spare a small portion of his own advance for their use than apply for separate advances for them, taking acknowledgments from them in the same way as he himself furnishes the Accountant General, and retaining them in his office.

Contingent Register.

79. The Government of India “expects that every public officer will exercise the same vigilance in respect to petty contingent expenses that he would do if spending his own money,” and has further ordered that “a register of contingent expenditure shall be kept in each office, and the initials of the head of the office shall be entered against the date of payment of each item.”

80. This register will be in Form 10, printed on royal paper, in which each Accountant General will assign to the several columns headings suitable to the condition of each department and office. If the contingent grant of an office be divided under two or three main sections only, still under each, the most common sub-heads may be detailed, and a single column allotted for the more varied items; if the grant be parcelled out under many detailed heads, the most common will have each its own column with grant noted at the top, while the rest with their grants will be thrown into the column of unusual charges. An unusual charge, falling under any of the separate columns, should be described in the column headed “Description,” though the amount of it is entered only in its special column; and the same “Description” column will serve also for note of the month or period to which any recurring charges (*e.g.*, rent or punkha pullers) entered in the other columns belong.

1. If more convenient, a separate register may be maintained for each class of contingent charges.

2. The most important common heads of contingencies are noted below; any others, which it may be convenient to record separately, may be added to the list, and those here specified may, if desired, be further sub-divided:—

- (a) Section-writing.
- (b) Cost of land.
- (c) Law charges.
- (d) Tour charges.
- (e) Purchase and repairs of furniture.
- (f) Purchase and repairs of tents.
- (g) Purchase of books.
- (i) Country stationery.
- (k) Carriage of stationery.

- (l) Hot and cold weather charges.
- (m) Service Postage and Telegram charges.
- (n) Remittance within district.
- (o) Treasury charges.
- (p) Cloth for records.
- (q) Miscellaneous.
- (r) Rents, rates, and taxes.
- (s) Hill journey charges.
- (t) Pay of menials.

3. No charges shall be entered in any contingent bill for any postage labels other than service postage labels, except in the case of postage stamps required for letters or other articles to be sent to Foreign Countries other than British possessions. Service postage stamps only shall be used in payment of telegrams despatched on the public service. The postage and telegram charges must be supported by the Treasury Receipts for the money which should always be given upon a printed form filled up entirely by the treasury and signed by the Treasury Officer. If any officer is compelled to send a telegram at a time

Substitute the following for Rule 3 under Article 80:—

3. No charges shall be entered in any contingent bill for any postage labels other than service postage labels, *except in the case of postage stamps required for letters or other articles to be sent to Foreign countries other than British possessions.* Service postage stamps only shall be used in payment of telegrams despatched on public service, whether sent from Government or railway telegraph offices, except in the case of telegrams sent from railway stations on the Bengal Doorga Railway Company; in which case payment will be made in cash. Receipts for expenditure incurred in the purchase of service postage stamps should always be obtained upon a printed form filled up entirely by the Treasury and signed by the Treasury Officer. If any officer is compelled to send a telegram at a time when he is temporarily without service stamps he should pay for it in cash, and the receipt granted to him will then state the value of the telegram, but will not bear on it the word "State." The value of such telegrams, as are paid for in cash, may subsequently be recovered from Government, a certificate signed by the head of the office that the telegram was sent on State service and that cash payment was unavoidable being attached to the voucher concerned.

Article 79, page 38—

Insert "or of a gazetted officer to whom this duty has been delegated by him" after "office" in line 5.

Article 83, page 39—

For "who will put his initials against the date of each payment"
line 17, read "who will carefully scrutinize the entries, initialling
them if necessary."

1st List—10-3-13

Article 83, Note 1, page 39—

Substitute the following for this note :—

It has been ruled that either the Head of the Office *himself* or a gazetted officer to whom this duty has been delegated by him must initial the entries in the Contingent Register. If this duty has been performed by a non-gazetted officer during the absence of the Head of the Office, and of such gazetted officer, the register must be reviewed, and the entries re-initialled by the Head of the Office or such gazetted officer on return to headquarters.

1st List—10-3-13.

Pages 38 and 39, Article 80—

In line 4 of Note 3 *substitute* “ comma ” for “ full stop ” after the words “ public service ” and *add* “ either from telegraph offices or from railway stations. ”

Cancel the latter portion of this Note beginning from the words “ State Telegrams sent from railway stations. ”

6th list—1-8-14.

Article 83, page 39—

In line 10 for the words " R10 " substitute " R25."

In line 11 for the " comma " after " charges " substitute a " semi-colon " and omit the words beginning from " sub-vouchers.....the remaining " from lines 12 and 13.

7th List—15-1-15..

Page 39, Article 80—

Add the following as Note 5 under this Article—

“NOTE 5.—Contingent charges incurred on account of the wages of coolies engaged on manual labour and paid at daily or monthly rates [Appendix B. B. B. B. clause (a)] should be supported by a certificate signed by the disbursing officer to the effect that the coolies were actually entertained and paid. The audit will call for some of the paid muster rolls in each quarter and check them to see that they are properly maintained.”

6th list — 1-8-14.

when he is temporarily without service stamp he should pay for it in cash and the receipt granted to him will then state the value of the telegram but will not bear on it the word "State." State telegrams sent from railway stations will similarly be paid for in cash. The value of such telegrams may subsequently be recovered from Government, the officer concerned submitting as his voucher the receipt for the telegram, together with a certificate signed by the head of the office that the telegram was sent on State service and that cash payment was unavoidable.

4. Books of telegram forms required for official use may be obtained free of charge from the Superintendent, Government Printing, Calcutta, under sanction given by Local Governments or heads of departments.

81. Before the register is brought into use in the disbursing office it will be ruled, and as the office cashier pays away any money, he will enter the date, name of payee, and number of sub-vouchers in the three columns to the left, the amount in the proper column (marking off all the others); and in the case of any unusual charge, he will also take against the description the initials of the officer incurring it.

1. Regarding the entries to be made in the final columns, see Article 92.

82. At the end of each month the forward total of each column should be made in the disbursing register, and when the foot of the page is reached, it should be carried forward in ink to the top of the next. To enable the disbursing officer to watch the progress of the expenditure under each detailed head, as compared with the budget grant for it, a progressive total of all the columns must be made monthly, immediately after the monthly total, and will include all payments under each head, as also all work bills (see Article 96) from the commencement of the year up to the end of the last expired month.

Bills for Encashment at the Treasury.

83. When it is necessary to draw money for contingent expenses from the treasury as, for example, when the permanent advance begins to run short, and in any case at the end of each month, or when a transfer of office takes place, the cashier will rule a red ink line across the page of the register or registers, add up the several columns and post the several totals in a separate bill for each class of contingent charges. In a bill for countersigned contingent charges details must be given of the numbers of the sub-vouchers pertaining to each entry, the amount being given only in those cases where a sub-voucher is for more than ~~R10-25~~. In a bill for contract contingent charges such details only need be given as will suffice for the proper classification of the charges; ~~the sub-vouchers for service postage and telegraph charges should be attached to the bill; the remaining sub-vouchers are retained in the office,~~ except those which, in the case of countersigned contingent charges, the disbursing officer is authorised to destroy, and no details of their numbers, etc., need be given in the bill. The bills with the sub-vouchers and registers will be laid before the head of the office, who will put his initials against the date of each payment and sign the bill, which the cashier will then date and number and present for payment at the treasury.

See Art. 92
read

1. It has been ruled that the head of the office must himself initial the entries in the contingent register. If this duty has been performed by a non-gazetted officer during the absence of the head of the office, the latter must, on return to head-quarters, review the register and re-initial the entries.

2. When the advance is running short, a demand may be presented in excess of the balance; this item too should be charged in the register and included in the bill, the number given being that which the sub-voucher will bear when payment has been made.

84. All charges incurred must be paid and drawn at once, and under no circumstances may they be allowed to stand over to be paid from the grant of another year. If possible, expenditure may be postponed till the preparation of a new budget has given opportunity of making provision, and till the sanction of that budget has supplied means, but on no account may charges be actually incurred in one year and thrown on the grant of another year. Such a course is obviously improper, and has repeatedly been strongly condemned by the Government of India.

84A. No money should be withdrawn from the treasury unless it is required for immediate disbursement. It is not permissible to draw advances from the treasury either for the prosecution of works, the completion of which is likely to take a considerable time, or to prevent the lapse of budget grants.

85. The charges of two major heads may not be shown in one register, nor included in one bill. But expenses which are shared in same fixed proportion between two branches of the same office should, unless they are reviewed by different authorities, appear in one bill; as, for instance, charges for purchase and repair of tents, or for furniture to be used by the revenue and magisterial branches of a district office, whose bills are submitted for the countersignature of a Commissioner. In such a case the joint grant may be entered in one register only for purposes of control, the account adjustment being left to the Accountant General.

86. When for any charge special sanction is necessary, the sanction must be quoted both in the bill presented for encashment and in the detailed bill; and when expenditure, for which a lump sum is granted under a single special sanction, is continued over more than one month, the second and subsequent month's bills should bear a note of how much has been spent up to date under the sanction.

87. Contingent charges are to be recorded as charges of the month in which they were actually disbursed from the treasury; and if a contingent bill headed as belonging to one month be presented for payment in the next, it will be returned for correction, as it must be treated in the accounts as a charge of the month in which the money is actually disbursed *from the treasury*.

Countersigned Contingent Charges—Monthly Bill. ⁴

88. (a) From the monthly totals of the contingent register the monthly detailed bill will, in the case of countersigned contingent charges, prepared in Form 11, headed *not payable at the treasury*, and showing the monthly total of each column, with description of each unusual charge; the numbers of the sub-vouchers will be entered against each item; at foot will be a memorandum of the number and date of every contingent bill cashed at the treasury, and the sub-vouchers included in each, and the amount charged in the bill must be agreed with the amount actually drawn from the treasury within the month. It will be signed by the head of the office and submitted to the control-

Article 88 (a), page 41—

For the words “ with all sub-vouchers.....above R10 ” in lines 2 and 3 substitute “ with all sub-vouchers above R25,”

For the words “ R10 ” in line 3 of the certificate under this article substitute “ R25 ” and also omit the words “ all sums paid for postage stamps ” in line 4.

Page 41, Article 88 (b), Note 3—

*Insert the following words after the word
in line 2 :—*

“ or in Madras, the District Superintendent of Police ”.

6th li

ling officer, or, if there be no controlling officer, to the Accountant General direct, ^{with all sub-vouchers attached to Rs. 25} ~~with all sub-vouchers for service postage stamps, and for all sums above Rs. 10, and a certificate in the following form for smaller ones:—~~ *see slip*

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs. 25 in amount, ~~all sums paid for postage stamps,~~ and all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums, and am responsible that they have been destroyed, or so defaced or mutilated that they cannot be used again.

(b) If in any month the monthly proportion of the budget grant has been exceeded, a report of the special circumstances which rendered the excess necessary should be sent to the countersigning officer with the detailed bill.

1. A District Officer need not personally give the certificate required from a disbursing officer; with the sanction of the Commissioner, or, in the Madras Presidency, of the Board of Revenue, he may delegate the duty to one of his gazetted subordinates.

2. These orders touching the use and defacement of vouchers are applicable to all moneys disbursed by Government officers in their official capacity, even, to take an instance, from the Wards Rate Fund:

3. When, in paying rewards to informers, it is not considered desirable to disclose the names of the payees, a certificate in the handwriting of the *Collector*, to the effect that the reward has been duly paid, should be submitted to the Accountant General in support of the payment in lieu of the payee's receipt ordinarily required.

4. The Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa, can submit his contingent bills direct to the Comptroller, India Treasuries.

89. Officers whose contingent bills require no countersignature, and who do not embody in their bills charges of any officer dealing separately with the treasury, need not submit monthly bills; but they should draw money from the treasury by bills in Form 12, showing full details of the charges.

1. Illustrations may be necessary to explain the second condition. *A*, whose bills do not require countersignature, has subordinates who hold part of his permanent advance and replace themselves in fund by sending paid vouchers to *A*, and obtaining from *A* the amount of their actual expenditure; *A* need not submit monthly bills. The bills of *B* do not require countersignature, but his subordinates are allowed to deal direct with some treasury, presenting bills for encashment, which are to be adjusted by *B*'s monthly bills; *B* must submit monthly bills in adjustment of the bills cashed by himself and his subordinates.

Countersigning Officer.

90. It is the duty of a countersigning officer to see that the charges made in a contingent bill are of obvious necessity, and are at fair and reasonable rates; that previous sanction for any item requiring it is attached; that the requisite vouchers are all received and in order, and that the calculations are correct; and specially that the expenditure has not exceeded, and is not likely to exceed, the grant of the particular district under the head concerned. If expenditure be progressing too rapidly, he should communicate with the disbursing officer, and insist on its being checked. It is no answer to say that the charges have been really incurred on account of another district, and (Article 97) cannot be recovered: if they were anticipated, provision has doubtless been made for them in the budget of the province, and the grant can be made available by transfer from the grant of the other district; if they

were not anticipated, a case for extra grant may possibly be made out. If the *monthly proportion* of the budget grant is at any time exceeded, the countersigning officer is required to note on the detailed bill, for the information of the Accountant General, that he is satisfied that special circumstances have rendered the temporary excess necessary.

91. On receipt of the monthly detailed bill in the office of the countersigning officer, its figures will be transcribed in a register of the same form as the disburser's register, with similar description of the unusual items, and the bill will then be reviewed by the countersigning officer with the sub-vouchers. Any disallowance, with the number of the sub-voucher, and explanation of the objection, will be noted on the bill at foot and in the "Remarks" column of the register, and the amount shown in the register in the column affected will be corrected in red ink; explanation of the objection should be given on the reverse of the bill, if there is not room on the face. The countersigning officer will then take up register and bill together, enter in the former the date of admission under his initials, sign the bill, and despatch it to the Account Office with the large vouchers, and the following certificate in lieu of the smaller ones:—

I certify that, in support of every charge of more than ~~R10~~^{R25} made in this bill, a receipt or other voucher has been given me, and is now in my possession. The receipts and vouchers for ~~service stamps, State telegrams, and~~ items in excess of R100 are attached to the bill, and I am responsible that the receipts and vouchers for all other items of more than ~~R15~~^{R25} are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

1. The word *item* refers to items of expenditure, not items of charge, *e.g.*, a charge for R120 for section-writers would not require to be supported by a voucher if the amount was made up of sums paid to several individuals, none of which exceed R100.

2. In the absence of the countersigning officer, the examination and countersignature of the bill may be performed by some responsible gazetted officer authorized by the countersigning officer.

92. There will thus be two registers of the same form in the offices of the disburser and the countersigner. In the first a single line will be given to each sub-voucher; in the second, to each monthly bill, except that each disbursement which is unusual or special will have an extra line. The third column of the form would be used in the district office for record of the numbers of sub-vouchers, but in the countersigning office it will be blank. Again, for the columns to the right, that concerning the detailed bill would show in the district office the date of its despatch: in the other, the date of its receipt. The column for date of admission would in the countersigning office show the date of despatch of the countersigned bill, while in the case of the district office it would record the date of recovery of any disallowance, or that of the countersigning officer's letter further passing a disallowed item not yet actually recovered; any disallowance would be recorded by each in the column of remarks on the same line with the figures affected.

Disallowances.

93. After despatch of the bill to the Account Office, the countersigning officer should communicate any disallowance to the disbursing officer, and its amount should be without fail refunded by short drawing on the next contingent bill presented at the treasury for the same

Article 91, page 42—

For “ R10 ” in lines 1 and 5 of the certificate under this article substitute “ R25 ”

Also omit the words “ service stamps, State telegrams, and ” from line 3.

7th List—15-1-15.

department; therein the gross amount of each sub-voucher would be entered, and below the total would be entered "Deduct disallowed from bill of B," and the receipt given would be for the net amount only. An item disallowed must without fail be recovered, and if, after correspondence, the countersigning officer withdraws his objection, the amount may be re-drawn: after the total of the sub-vouchers in the next bill presented at the treasury would be entered "Add amount of disallowance from bill of refunded by deduction from contingent bill No: dated , and re-allowed as per ;" the receipt would be for the gross amount, and the items would be re-included in the next monthly contingent bill.

1. It will be observed that the totals in the disburser's register are those of amounts charged, not of those admitted by the countersigning officer; but when an amount disallowed by him on one detailed head is adjusted by a short charge on another encashed bill, the actual charge for each head may be worked out by entering the amount retrenched in black ink with a *minus* sign in the column of the retrenched head on the line of totals for the bill in which the adjustment is made; the forward totals will thus be correct.

Inspecting Officers' Bill.

94. An inspecting officer cannot take advances on account of office contingent charges. He should provide himself with a portion of his permanent advance, and recoup himself from time to time by presenting at the different treasuries contingent bills, in the ordinary form, for recovery of contract or countersigned contingent charges, as the case may be. Thus, in the case of countersigned contingent charges, one detailed bill may adjust money drawn at more than one treasury; and in this case it will be well to require detail at foot of the bill of the places of payment of the several encashed bills, as well as their dates and amounts. But the amounts drawn will all be taken as final payments, and not as advances.

Inter-departmental Transfers.

95. The following rules are prescribed for regulating the conditions under which one department of the public service may charge another department for services rendered or articles supplied to it, and the procedure to be observed in recording such charges in the public accounts:—

I.—For the purposes of inter-departmental payments, the departments of Government are divided into service departments and commercial departments, according to the following principles:—

A.—*Public Service Departments.*—These are constituted for the discharge of those functions which either (a) are inseparable from, and form part of, the idea of Government, or (b) are necessary to, and form part of, the general conduct of business. Their cost is shown in the public accounts as the

cost of the service as a whole, and without reference to the details of service rendered: *e.g.*—

(a) Departments classed under Administration—Jails, Police, Roads and Buildings, Irrigation (*i.e.*, Maintenance of Public Tanks and Waterways), Military Works, Army.

(b) Survey, Government Printing, Stationery.

B.—Quasi-Commercial Departments.—These are maintained for the purpose of rendering particular services on payment made for the services rendered or for the articles supplied. Their functions are not part of the ordinary idea of Government or administration: *e.g.*—

Forests, Post Office, Telegraph, Railways, Irrigation (supply of water), Cinchona Plantations.

II.—A commercial department should charge any other department for services rendered or articles supplied in the same way as it would charge a member of the public.

III.—The charges permitted by rule II are confined to charges for services or supplies which it is the object of the existence of the department to render or to furnish.

NOTE 1.—The Forest Department may charge any other department for vegetable or animal products extracted from a forest area, and also for mineral products, unless such mineral products are extracted by the direct agency of the department concerned under its own supervision and without the intervention of contractors or middlemen, for its own use, and not for disposal to the public or other departments.

NOTE 2.—The Public Works Department should not charge other departments of Government rent for temporary occupation by such departments of land acquired for Irrigation and Navigation Works for which Capital and Revenue Accounts are kept.

IV.—Service departments are not allowed to make charges against other departments for services which fall within the class of duties for which they were constituted (*see* rule VI).

1. Convict labour is, however, usually charged for, such as that supplied to the Public Works Department (Government of India, Finance Department, Resolution No. 517, dated 26th January 1872), and to the Forest and Marine Departments at Port Blair.

2. Expenditure on buildings by Public Works Department Officers in Bombay on account of the Indo-European Telegraph Department, should be debited in transfer to the latter Department.

V.—In exceptional cases, where it has been considered advisable to show in one place the entire cost connected with a service of a commercial department, charges for services rendered by a service department to a commercial department have been allowed: *e.g.*—

Supply of stationery and printed forms to Railways or the Postal or the Telegraph Department.

VI.—A branch of a service department supplementary to its general duties is sometimes constituted upon commercial principles; and so far as regards the work of this branch, it is allowed to charge as a commercial department: *e.g.*—

Jail manufacture, Survey map-publishing, Printing (Publishing Department), Steamers employed in earning freight, Mint (Miscellaneous Services other than Rupee Coinage).

VII.—A branch of a department, whether service or commercial, constituted for the subsidiary service of that department,

Page 44, Article 95 I. B.—

*In the illustrations under this clause, for “Post Office, Telegraph”
substitute “Posts and Telegraphs”.*

[18th List—2-7-17.]

Page 44, Article 95 V—

*In the illustrations under this clause, for “Postal or the Telegraph
Department” substitute “Postal and Telegraph Department.”*

[18th List—2-7-17.]

department; therein the gross amount of each sub-voucher would be entered, and below the total would be entered "Deduct disallowed from bill of R ,," and the receipt given would be for the net amount only. An item disallowed must without fail be recovered, and if, after correspondence, the countersigning officer withdraws his objection, the amount may be re-drawn: after the total of the sub-vouchers in the next bill presented at the treasury would be entered "Add amount of disallowance from bill of ,," refunded by deduction from contingent bill No: dated , and re-allowed as per ,," the receipt would be for the gross amount, and the items would be re-included in the next monthly contingent bill.

1. It will be observed that the totals in the disburser's register are those of amounts charged, not of those admitted by the countersigning officer; but when an amount disallowed by him on one detailed head is adjusted by a short charge on another encashed bill, the actual charge for each head may be worked out by entering the amount retrenched in black ink with a *minus* sign in the column of the retrenched head on the line of totals for the bill in which the adjustment is made; the forward totals will thus be correct.

Inspecting Officers' Bill.

94. An inspecting officer cannot take advances on account of office contingent charges. He should provide himself with a portion of his permanent advance, and recoup himself from time to time by presenting at the different treasuries contingent bills, in the ordinary form, for recovery of contract or countersigned contingent charges, as the case may be. Thus, in the case of countersigned contingent charges, one detailed bill may adjust money drawn at more than one treasury; and in this case it will be well to require detail at foot of the bill of the places of payment of the several encashed bills, as well as their dates and amounts. But the amounts drawn will all be taken as final payments, and not as advances.

Inter-departmental Transfers.

95. The following rules are prescribed for regulating the conditions under which one department of the public service may charge another department for services rendered or articles supplied to it, and the procedure to be observed in recording such charges in the public accounts:—

I.—For the purposes of inter-departmental payments, the departments of Government are divided into service departments and commercial departments, according to the following principles:—

A.—*Public Service Departments.*—These are constituted for the discharge of those functions which either (a) are inseparable from, and form part of, the idea of Government, or (b) are necessary to, and form part of, the general conduct of business. Their cost is shown in the public accounts as the

cost of the service as a whole, and without reference to the details of service rendered: *e.g.*—

(a) Departments classed under Administration—Jails, Police, Roads and Buildings, Irrigation (*i.e.*, Maintenance of Public Tanks and Waterways), Military Works, Army.

(b) Survey, Government Printing, Stationery.

B.—Quasi-Commercial Departments.—These are maintained for the purpose of rendering particular services on payment made for the services rendered or for the articles supplied. Their functions are not part of the ordinary idea of Government or administration: *e.g.*—

Forests, Post Office, Telegraph, Railways, Irrigation (supply of water), Cinchona Plantations.

II.—A commercial department should charge any other department for services rendered or articles supplied in the same way as it would charge a member of the public.

III.—The charges permitted by rule II are confined to charges for services or supplies which it is the object of the existence of the department to render or to furnish.

NOTE 1.—The Forest Department may charge any other department for vegetable or animal products extracted from a forest area, and also for mineral products, unless such mineral products are extracted by the direct agency of the department concerned under its own supervision and without the intervention of contractors or middlemen, for its own use, and not for disposal to the public or other departments.

NOTE 2.—The Public Works Department should not charge other departments of Government rent for temporary occupation by such departments of land acquired for Irrigation and Navigation Works for which Capital and Revenue Accounts are kept.

IV.—Service departments are not allowed to make charges against other departments for services which fall within the class of duties for which they were constituted (*see* rule VI).

1. Convict labour is, however, usually charged for, such as that supplied to the Public Works Department (Government of India, Finance Department, Resolution No. 517, dated 26th January 1872), and to the Forest and Marine Departments at Port Blair.

2. Expenditure on buildings by Public Works Department Officers in Bombay on account of the Indo-European Telegraph Department, should be debited in transfer to the latter Department.

V.—In exceptional cases, where it has been considered advisable to show in one place the entire cost connected with a service of a commercial department, charges for services rendered by a service department to a commercial department have been allowed: *e.g.*—

Supply of stationery and printed forms to Railways or the Postal or the Telegraph Department.

VI.—A branch of a service department supplementary to its general duties is sometimes constituted upon commercial principles; and so far as regards the work of this branch, it is allowed to charge as a commercial department: *e.g.*—

Jail manufacture, Survey map-publishing, Printing (Publishing Department), Steamers employed in earning freight, Mint (Miscellaneous Services other than Rupee Coinage).

VII.—A branch of a department, whether service or commercial, constituted for the subsidiary service of that department,

Page 44, Article 95 IV, Note 1—

Add the following at the end of this Note:—

“No charge is, however, made in the case of works undertaken by the Public Works Department at Port Blair, which are treated as jail works.

[18th List—2-7-17.]

but employed for analogous service of another department, may charge that other department: *e.g.*—

Workshops of a Department, Agent for Government Consignments (services for Civil Department), Mathematical Instrument Factory, Supply and Transport (employed on petty services), Dockyards, Arsenals.

NOTE.—Types and other printing materials and all stores supplied by the Central Press, Calcutta, either from its workshop or by local purchase, to other presses, Provincial or Imperial, or to the Assistant Comptroller General, in charge Paper Currency, should be charged for, the valuation in the case of articles manufactured at the workshop being taken at the approximate cost of production without any margin for profit. The Comptroller, India Treasuries, will make the necessary adjustments in the case of the presses under his audit, and for the Paper Currency Office, Calcutta; and in other cases will raise the necessary debit in his exchange account with the Account Officer concerned.

VIII (a).—A regularly organized store branch of a department (whether service or commercial) should charge any other department whose requirements it is made, for the convenience of the public service, to supply: *e.g.*—

Medical Stores to Civil Departments.

Exception.—Military stores supplied to Imperial Departments from Arsenal. As the issue of these stores represents military or quasi-military operations somewhere, nothing is gained by giving credit for them under “Army.”

(b).—In order to prevent undue exaggeration of the public revenue and expenditure, a store department which is systematically employed in supplying the requirements of another department, should take the credits it receives by deduction from its expenditure on stores, and not by credit to receipts.

IX.—Petty and casual supplies made for the convenience of the public service to one department, of stores or articles purchased for or belonging to another department, and not borne upon a systematic store account, should, unless there be objection on the part of the supplying department, be furnished without payment.

X.—A public department cannot be *assessed* to pay revenue to Government; but fees and duties leviable by law must be paid by public departments in the same way as by private individuals.

XI.—All payments of amounts due by one Public Department to another should be made by book transfers, except when such transfers do not suit the methods of account or of business adopted by the receiving department.

NOTE.—The cost of stationery and printed forms supplied to State Railways (including lines under survey or construction) is payable in cash.

96. In the case of work done by a Government factory (such as a jail, mint, workshop) or other authorized transfers, the officer in charge will, if the adjustment is to be made by book transfer, prepare an invoice of the quantity and price of the work done, and forward it in triplicate to the officer served, who, on approving the invoice, will countersign all,

and return one copy to the supplying officer. Another copy he will file in his own office, and the third he will attach to his contingent bill for the current month, noting the amount in the statement of account at foot, in order to work out the available balance of his grant, but not including it as a disbursement among the charges of his bill. Before despatching his monthly bill, however, he should post the amount of the work bill in his contingent register, and include it in the forward total, in order that he may agree that forward total with that shown in the statement of account on his contingent bill; in the register of the countersigning officer the amount of such a bill should in like manner be separately entered. Such invoices will never be retained by the countersigning officer.

NOTE.—The officer served cannot *charge* the amount in his contingent bill, as no cash payment is made, but only a book adjustment in the Account Office; but the amount available for contingent expenditure is reduced, and so, to work out the available balance, note is made in the register of contingent expenditure, and in the statement of account at foot of the bill.

Expenditure for other Officers.

97. It is often expedient for a public officer to make purchases or incur expenditure in another district, making his arrangements through an officer in that other district. If the amount to be paid on account of contingent expenditure incurred in this way is not less than Rs50, payment may be made by transfer receipt, but otherwise every public officer who incurs expenditure in this way must treat it as expenditure of his own office, and not demand recoupment by transfer receipt from the officer at whose request he, as an agent, incurs the expenditure. The charge must, however, be taken as expenditure of the department to which the officer requiring the expenditure is attached and therefore an officer should address his applications for any service to the principal officer of his department in the district indented on, *e.g.*, a police officer should ask the District Superintendent, not the Magistrate, to purchase blankets for him. The Magistrate in such a case would pass on the indent, or the voucher if he has supplied any articles, to the police officer, who would deal with the charge as a final one of his own office, applying to the proper authority for an extra grant, if his own should fall short before the end of the year. The responsibility for obtaining proper sanction always rests with the originating officer.

1. This rule is not applicable when purchases are effected in the capital town of a presidency or province; the cost may then be sent by R. T. Receipt.

2. This rule does not apply to expenditure chargeable to local funds, which should always be recovered.

98. Transferred to Appendix BBBB.

Add the following as Note 2, numbering the present note as Note 1 :—

NOTE 2.—In the case of the Forest Department the cost of the supplies has to be adjusted in the compiled accounts submitted to the audit office. An officer, of this department receiving stores will adjust the amount of the invoice in his accounts by crediting it to the supplying officer and debiting it to the service head concerned and will send the 3rd copy of the invoice to the audit office in support of the entry in his accounts. Similarly if he happens to be the supplying officer, he will charge the amount expended in his accounts as a debit to the officer supplied and send the countersigned invoice to the audit office as a voucher for the expenditure.

[10th list—1-10-15.]

Pages 45-46, Article 96.

Insert the following as Note 3 under this Article :—

NOTE 3.—Bills for telephone charges should be forwarded in duplicate and not in triplicate to the officer served who, on approving the bill will countersign both and return one copy to the supplying officer. The other copy he will submit with the contingent bill to the Audit Office after making the necessary notes in his contingent register.

No. T.M.—48-893.

ACCOUNTANT GENERAL'S OFFICE,
Bombay, the 30th August 1920.

Advance copy, received with Comptroller General's letter No. 1318-A&A/134-E.—19, dated 10th August 1920, forwarded to all Heads of Offices for information and guidance.

F. A. C. REBELLO,
Deputy Accountant General.